

Job Title: PUBLIC SERVICE ADMINISTRATOR - OPT 8L - TITLE VI COORDINATOR - IPR#46639

Agency: Department of Transportation

Closing Date/Time: 06/12/2023

Salary: \$7,500 - \$8,500 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: Non-Union

All applicants who want to be considered for IDOT positions **MUST** apply electronically through the illinois.jobs2web.com website.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

******A RESUME IS REQUIRED FOR THIS JOB POSTING******

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Transportation must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Title VI Coordinator.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

30%

1. Serves as the department's Title VI attorney

- Reviews departmental policies, procedures, and practices to ensure adherence to Title VI directives
- Monitors projects subject to Title VI guidelines .
- Conducts extensive and complex legal research of issues, administrative regulations, court decisions and

technical literature related to the Civil Rights Act of 1964 and prepares written memoranda of law, briefs, and reports to ensure full and equal participation of minorities and females in all programs and activities administered by the department

- Travels throughout the state to conduct investigations and/or monitor programs.

25%

2. Advises the bureau chief on coordination, monitoring, and maintenance of the department's internal/external compliance program for Title VI as well as other related federal civil rights statutes; makes recommendations which are highly sensitive and confidential in nature.

- Monitors to ensure complaints of Title VI discrimination are investigated and reports submitted.

20%

3. Oversees, monitors and evaluates all procedures used to ensure that all protected class individuals are being treated equitably and that discriminatory practices do not exist within the department

- Reviews hiring to ensure that there is equitable representation of minorities and females in the department's educational assistance, summer employment (both adult and youth), and office occupations programs and that minorities and females are given equal opportunity to participate in all employee training programs.

(Job Responsibilities continued)

15%

4. Assists in the design and implementation of civil rights training programs

- Reviews curriculum to ensure increase of management awareness and compliance .

5%

5. Represents the department as a resource and/or expert witness in all legal proceedings concerning charges of discrimination

- Establishes procedures to ensure that counseling is made available to persons in need of legal and technical advice on civil rights related matters

5%

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Completion of four years of college with course work in business, public administration, or law.
2. Graduation from a recognized law school
3. License to practice law in the state of Illinois
4. Prior experience equivalent to three years of progressively responsible administrative experience in the general practice of law

Preferred Qualifications (In Order of Significance)

1. Prefer four years of experience in legal matters related to Title VI and/or civil rights law is preferred
2. Prefer four years of experience working with public and business administration, principles and practices.
3. Prefer four years of experience in labor and employment development.
4. Prefer four years of experience working with diversity, equity, and inclusion practices.
5. Prefer four years of experience developing and managing a major agency program.
6. Prefer four years of experience analyzing administrative programs and adopting an effective course of action.
7. Prefer four years of experience developing, installing, and evaluating new and revised methods, procedures and performance standards.
8. Prefer four years of experience exercising judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.
9. Prefer four years of experience developing and maintaining cooperative working relationships.

Conditions of Employment

1. Requires ability to pass a background check.
2. Requires ability to travel.
3. Requires a valid and current driver's license.

Position Marketing Statement

The Illinois Department of Transportation seeks to hire a Title VI Coordinator for the Bureau of Business and Workforce Diversity. The successful candidate will serve as the Illinois Department of Transportation's Title VI attorney; advises the bureau chief on coordination, monitoring, and maintenance of the department's internal/external compliance program for Title VI of the Civil Rights Act of 1964 as well as other related federal civil rights statutes.

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 69 W Washington St Chicago, IL 60602-3134

Work Office: Office of Business & Workforce Diversity, Bureau of Civil Rights

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management; Legal, Audit & Compliance

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com